

Ela Township Board Meeting
May 8th 2003
Thursday
7:45pm
Lake Zurich Village Board Meeting Room
70 East Main Street
Lake Zurich, IL 60047
Approved 6/12/03

1. Call To Order

Supervisor Tinerella called the meeting to order at precisely 7:45pm.

2. Board Roll Call

Present: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch, and Sullivan. Trustee Knudtson was absent. Other Elected officials and staff in attendance were Assessor Hoffman, Highway Commissioner Kruckenberg, Senior Director Neuschel, Youth Director McCarthy and Ela Township Lawyer Rolek.

3. Pledge of Allegiance

The Board led the audience in the pledge of Allegiance.

4. Public Comments

At this time there were no public comments.

5. Approval of April 10, 2003, Board meeting Minutes

Supervisor Tinerella's motion to approve the April 10 meeting minutes with the following changes, Seconded by Trustee Sullivan. Roll Call: Supervisor Tinerella, trustees Black, Burch, and Sullivan all voted aye and the motion carried 4 to 0.

Page 1, under Scout Project, 1st paragraph, 1st sentence, where the benches were installed was at Ela Township Park.

Page 1, 2nd sentence, under Scout Project, east to at least 16 bags of cement left.

Page 1 and 2, under #4 -Public Comment add spaces between the different Public comments.

Page 3, under #4-Public Comment change, Plantz to read Plautz.

Page 4, under # 8- Supervisor Report, Supervisor Tinerella wanted her statement on the banking issue changed from reading: when checking accounts are intentionally kept very low in your investment accounts to increase the earnings that the local branches are notified to honor all checks that may be presented before the deposits are seen.

When checking accounts are intentionally kept low to increase earnings in the interest bearing account.

Trustee Black stated if this was to be changed in the minutes, then it should be noted that it was only a matter of a two to three dollar gain.

Page 4, under # 8 Supervisor report, change apologize to past tense apologized.

6. Disbursement Audits 4/10/03 to 5/7/03

DATE	Gen. Town	Gen. Assist.	Gen. Road	Perm. Road	Park
4/10-5/1/03	\$101,993.25	\$418.00	\$92,063.34	\$18,611.87	\$ 0 - \$213,086.56
5/2-5/7/03	\$4,449.97	\$0	\$2,018.68	\$6,358.94	\$0 - \$12,827.59
4/10-5/7/03	\$106,443.22	\$418.10	\$94,082.02	\$24,970.81	\$0 - \$225,914.15

Trustee Sullivan's motion to approve the expenditures for the dates of 4/10/-5/7/03, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

7. Treasurer's Report (fy03-period one)

The statement of Revenue and Expenditures vs. Annual Budget and the Investment Report will be attached to the back of the minutes behind the Board Audit.

Supervisor Tinerella's motion to approve the Income and Expenditures and hold for Audit, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

8. Supervisor's Report

The Supervisor had some answers to some items that came up last month.

- a. Assessor Hoffman concerns about a transaction that the Board approved last Fall 2002, of moving funds from the General Assistance and Park Fund to the General Town Fund. And as the results of that we held a meeting with the Auditors and we were assured that it was a legal transaction, based on the percentages of combined fund.
- b. The amount of the dollars for Administration cost being charged to the General Assistance fund and for example in 2000 the approved 43,000 for salary and only \$11,000 going to assistance, most of this was to traveling Lake County mobile health bus (that was discontinued), this was changed in the Budget and in the second year the budget was approved of \$18,000 for administrated cost and starting this year we will not be charging any administrative cost to this fund, this will be absorbed by the General Town Fund, and starting with this year there will be no administrative cost associated with General Assistance. Trustee Black stated that to give out \$2,600.00 and to have approximately \$15,000 that was taken out of the account and that was the main objection to this aspect, and just because this was done before doesn't mean that it is a correct transaction, and the main concern is we are not doing enough for General Assistance to help needy persons, not even close to what other Townships are doing. Supervisor stated there are very strict guidelines to follow in giving out assistance. And there are other funds that could be operated out of for assistance, and the transactions were always being approved monthly.
- c. Banking-where several employees had some difficulty in cashing their payroll checks, and in perspective every year there are 675 payroll checks a year. The procedure had established for the Township, has been working fine for the last two years, the problem is a procedure and a solution is in place and a note has

been put on the accounts in all 120 banks to cash the payroll checks. And a few of the Township Employees had a problem cashing their checks again and the bank has assured us that this will not happen again.

- d. The Annual Audit is done and the results in a management letter will be coming out by the end of the month and will be shared by the entire Board and get back to the Auditors so the books can be closed for the year. Internal controls, the auditors will be focusing on the Senior Center, as that is where the most cash and checks, with several persons handling the cash, and no extra bonding is required as we are covered by Toirma.

Ela Township Lawyer Rolek stated that under the Fair Labor Act- two things that an employer has to provide are two fifteen minute breaks and at least a thirty minute lunch hour. You cannot force an employee to take these but you can ask them to refrain from doing their jobs, just as a rest for medical reasons, it is not appropriate for employees to work straight through and then take overtime, if they work more than their eight hours, after their breaks then they get overtime. The Highway Commissioner wanted to know, how would we know that drivers were not stopping for lunch, as this would not show up on their time cards, so how would you be not obeying the law, and the hours written down on the time card are the hours that they are working. The Road Commissioner had a few questions on the Supervisor's Report, mainly on the statement on the inconsistencies in the bus reports, starting in February the reason forty hours were done on the monthly reports was that the administrator gave the Highway Department the wrong mileage starting points on the reports had to redone, and the previous administrator was not correctly putting in the revenue hours to Pace and was under estimating revenue hours on suburban rides, which cost the Township monies as we did not receive money back, because of the under estimates, and in the month of December the estimation was under 88 hours, and when we went back to Pace, and reason they will not do anything about this, is that the law changed in August (2002) and before that you were penalized and when the reports were done now Pace put up a red flag, the mileage was wrong because Lesley was given the wrong mileage to start with. The Administrator spent a whole twenty minutes explaining the books to Lesley and everything we have found has been on our. Go to the next item overtime, when the Road Commissioner took over the Bus system, he was told that as long as a driver had a rider out, that there was to be no down time and if you don't want to pay them for that, it is also against the law. The Road Commissioner asked the Board if you have a problem with the overtime, speak up now and tell me how you want to do this, do you want him to cancel rides in the afternoons, we will cancel out the handicapped that are picked up from work at 4 o'clock, the dialysis patient we take at 4 o'clock. The other comment in the report on hiring back a person that was on sick leave came back, and the original two part-time drivers that were hired were suppose to work five days every other week, do you want me to take that driver and he only wants to work one day a week, do you want me to cut one day a week off of the other two drivers, fine and then we would have go obtain two more drivers because they said they would leave, tell the Road Commissioner now, because he is tired of hearing about this overtime. The Supervisor stated she was concerned about the maintenance costs from Alpine and that they needed to be adjusted and the Road Commissioner stated maybe she could pick up the phone and give him a call instead of putting this in her report. Due to the under estimating of revenues hours to Pace and even on suburban rides that we get reimbursed from Cuba and Wauconda, we have lost money.

The Assessor stated at this time, that at any time the Auditor requested information or direction from any elected official, it should be put in writing and given the official.

At this time the board moved Agenda 16 Eagle Scout Projects- consideration and possible action to approve new projects.

Derek Malinowski from Troop 309, requesting \$300.00 to purchase supplies to build park benches at Knox Park as his Eagle Scout Project.

Supervisor Tinerella's motion to fund Derek Malinowski \$300.00 to build 4 Park benches at Knox Park possible landscaping around the benches, and the receipts will be submitted to the Township upon completion, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

Charlie Johnson Troop 964 requesting \$500.00 to build ten different frames to hold 300 police patches that the police department collected from over seas and around the nation. The frames will be about two to four feet tall and will need flexes glass and fabric and etc, will be getting other donations also.

When Eagle Scout projects are to be built off of Township property the funding cannot be for the full amount.

Trustee Black's motion to fund Charlie Johnson the sum of \$325.00 towards building frames at the Police Department and he will submit the receipts to Ela Township for payment, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

Ryan Mastandrea Troop 309 requesting \$250.00 to build gun racks at the Police Department and he will submit the receipts to Ela Township for payment. The total project will cost around \$400.00, and Ryan will be holding fundraisers to raise the remaining funds.

Trustee Black's motion to fund Ryan Mastandrea \$250.00 to build gun racks at the Lake Zurich Police station, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

9. Ela "55 Plus" Report- Neuschel- Senior Director

This report was received and will be attached to the back of the minutes.

10. Ela Township Youth Drop-in Center Report-McCarthy-Youth Director

This report was received and will be attached to the back of the minutes.

11. Ela Communication/ Information Manager's Report- Huntsha

This Report was received and attached to the back of the minutes.

12. Highway Commissioner's Report- Kruckenberg

The Highway Department is about 2/3rd done on the Echo Lake storm sewers.

Bid opening May 9th for all of this Summer's paving projects.

No report, as have been a very busy with the bus and road business.

13 Assessor's Report-Hoffman

The Assessor had nothing new to report at this time.

14. Township Board Committee Reports

Park Committee Board Chairperson, Trustee Burch stated that the Park board was making progress and they are planning another meeting on May 12, 2003 and are working on plans for the Knox and Knigge Park signs and they are about ready to go out to bid. Appears the cost for the signs will be well under \$10,000 and in the process of putting together a design for a new concession stand at Knox Park and the location will be closer to route 22 and working on getting sewer and water in at that location and the Highway garage. Intend to install the signs and let some young peoples in the community do the landscaping around them.

Finance Chairperson Trustee Sullivan stated that the committee went over the Budget and made some suggestions to change some of the line items and to watch what is being spent.

UNFINISH BUSINESS

15. Proposed Budget FY2003- Establish date/time for special Board meeting to finalize for June adoption.

Another Finance committee meeting will be held before the June 12th Board meeting to finalize the budget for adoption.

17. Mosquito Abatement Plan- consideration and possible action to approve contract with Clarke Mosquito Control

Trustee Burch's motion to approve this contract for \$20,056.00 (payment plan of \$5,014.00 due on the 1st of May, June, July and August 2003) with Clarke Environmental Mosquito Management, Inc., seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

This information will be added in the Ela Township Newsletter.

18. Township Board Committees- define for publication meeting schedules for FY03

This item will be tabled until a later date.

19. Township Police Social Worker- Status Update.

Chairperson Trustee Black stated that she was very happy about having an ad going in the Social workers network and website. The deadline for this submission is June 30th, 2003 and after the resumes are received they will be screened by a police social worker consultant, a representative from the police department and the Chairperson from the Social Services Committee after that the top candidates will be reviewed by advisory committee.

NEW BUSINESS

20. Youth Drop-In Center-consideration and possible action for Summer activities and center hours

Supervisor Tinerella's motion to keep the Attic open for the month of June from 3 to 6pm. and allowing children 4th to 8th grades (age 13) and the board will evaluate this trial extension of the

Attic at the end of the month of June, seconded by Trustee Burch. This motion was modified with a change in the ages from 10 to 13 to 10 to 15. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

21. Crack repairs for Roller Hockey and Tennis Courts@ Knox Park-possible action to contract repairs.

Supervisor Tinerella's motion to accept the contract from Rabine Paving for the sum of \$1,700.00 to repair the cracks in the Roller and Tennis courts at Knox Park, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch, and Sullivan all voted aye and the motion carried 4 to 0.

22. Social Agencies-consideration and possible action to release final payments for FY02 services for those agencies submitting a 4th quarter report on services provided for Ela Township residents, for 8 agencies, totaling \$40,150.00

Trustee Black's motion to release the final payments for FY02 services for agencies:
1. Countryside Association \$4,000.00, 2. Center for Enriched Living \$1,250.00, 3. Emmaus House Of Hospitality \$2,500.00, 4. Ela Township Seniors \$1,025.00, 5. Lake County Council \$2,500.00, 6. OMNI Youth Services \$25,000.00, 7. A Safe Place \$1,625.00, and 8. Special Recreation Association \$2,250.00 total of \$40,150.00, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

23. Social Agencies-consideration and possible action to approve contracts for FY03 for 11 agencies, totaling \$124,800.00

Supervisor Tinerella's motion to approve the contracts for

1. Center for Enrich Living- \$8,000.00
2. A Safe Place -\$6,500.00
3. Community Companions Volunteer - \$2,000.00
4. Countryside Association -\$12,000.00
5. Emmaus House of Hospitality- \$14,300.00
6. Hospice Of Northeastern Il.- \$3,000.00
7. LaCASA- \$10,000.00
8. MESS.- \$3,000.00
9. NICASA -\$5,000.00
10. OMNI Youth Services -\$50,000.00

11. SRACLC-\$11,000.00 total of \$124,800.00, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

24. Construction Easement on Telser/Rte. 22- consideration and possible action to approve.

Trustee Burch's motion to table this Agenda item until the June Board Meeting, because the Board is still waiting for a reply from the State of Illinois regarding our attorney's changes to their standard contract, seconded Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

25. Road District Inter-Governmental Agreements to perform work for Deer Park and Long Grove consideration and possible action to approve

No motion is needed to table this Agenda item as the Highway Commissioner will bring this item back at the June Board Meeting as he does not have all the papers completed by the villages.

26. Township payroll and Bank policy-review and possible action

Discussion on the payroll and the bank policy, especially on the bank only allowing the person whom name is on the account to discuss any bank issues or problems.

Supervisor Tinerella's motion to allow any Trustee or Clerk to be able to go into the bank and discuss any issues without the Treasurer being present, seconded by Trustee Burch.

Trustee Black stated that the reason this item was added on the agenda, that a improvement is needed to add more signatures to the accounts, presently only the Supervisor is authorized to obtain information from the bank about the accounts and cashed checks and in a event that the Supervisor is ill or out of town, we could not transact any bank business. The Bank and the Township attorney recommended that we add more signatures. And this week a few Township Employees had trouble again cashing their payroll checks and when I went to the bank to see why there was a problem again and was informed that they were no longer able to provide any information about Township accounts. I called the Township office to request the Supervisor to call the bank so I could get information about the accounts and the Supervisor had refused to allow the Bank to discuss any accounts with Trustee Black. As a Board member and a member of the Finance committee with responsibility for Township funds, I strongly believe that more than one person should have access to the information about Township Bank accounts and the ability to sign checks.

Roll Call: Supervisor Tinerella, Burch, and Sullivan all voted aye and Trustee Black voted nay and the motion carried 3 to 1.

Trustee Black's motion to enable all the Trustees the ability to endorse Township checks. This motion failed due to a lack of a second.

CLOSED SESSION-FOR THE PURPOSE OF: Personnel Issues and possible Land/Building Acquisitions

At 9:55pm.

Supervisor Tinerella's motion to go into closed session to discuss to Personnel and Land Acquisition, seconded by Trustee Sullivan. Trustee Burch requested that the Highway Commissioner and the Assessor be included at the closed session. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan voted aye and the motion carried 4 to 0.

At 11:22pm.

27. Return to Open Session

28. Consideration and possible action on executive session items

Trustee Burch's motion to approve but not release the Executive minutes for the months of January, February and March, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

28. Adjournment

Trustee Burch's motion to adjourn at 11:23pm, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

Lucy Prouty Ela Town Clerk